

Approved For Release 2002/05/01 : CIA-RDP80-01240A000200100007-3T1A1

(When Filled In)

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OFFICE OR STAFF OFFICE OF PERSONNEL			OFFICE CODE NO Q	APPROVAL DATE 5 AUG 1963	CONTROL NUMBER 434	PAGE 1 OF 1 PAGES		
DELETIONS				ADDITIONS				REMARKS
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	
DEPARTMENTAL SERVICES AND SERVICES DIVISION BENEFITS AND COMPENSATING BRANCH								
Clerk Typist	GS-04	617 *1	SP					
CENTRAL PROCESSING BRANCH FINANCE SECTION				Same as DELETIONS side				
Fiscal Proc Asst	GS-09	117 *2	SF	Fiscal Proc Asst	GS-0501.06-09	117 *3	SF C	

DRAFTED BY CLASS: 2011 AUTH: HR TO-2
8/2/63 BY CLERK: 2011

DOC <u>5</u>	REV DATE <u>29 OCT 1981</u>	BY <u>029 725</u>
ORIG COMP <u>-</u>	OPI <u>38</u>	TYPE <u>01</u>
ORIG CLASS <u>5</u>	PAGES <u>2</u>	REV CLASS <u>C</u>
JUST <u>22</u>	NEXT REV <u>2011</u>	AUTH: <u>HR TO-2</u>

Per memorandum request to D/Pers from C/BSO dated 19 July 1963.

DOC	5	REV	DATE	29 OCT 1981	BY	029725
ORIG COMP	-	OPI	38	TYPE	01	
ORIG CLASS	5	PAGES	2	REV CLASS	C	
JUST	22	NEXT REV	2011	AUTHI	HR	T-2

For -
Fertil &
milk
8/2/63 Sat

25X9A2 STAFFING COMPLEMENT TOTALS

25X1A9a

Current Ceiling -
2 August 1963
No Change in overall total

MAKE CHANGES ON OFFICE RECORDS AS NECESSARY

STAFFING COMPLEMENT CHANGE AUTHORIZATION

b6 b7C
39

19 JUL 1963

MEMORANDUM FOR : Director of Personnel

SUBJECT : Staffing Complement Changes

1. Last June the Comptroller surveyed the finance activity in the Central Processing Branch and concluded that the volume of work necessitated the addition of a fourth finance technician. Since that time the workload has increased even more, especially in the invitee travel area where sizeable numbers of applicants for employment are approved a cash payment to cover their travel and related expenses.

2. I recommend the immediate establishment of one additional Finance Processing Assistant, GS-0501.06-09, by increasing the planned incumbency of position number 0117 from 2 to 3, service designation SF. I propose the deletion of Benefits and Counseling Branch position number 0617, Clerk-Typist, GS-0322.01-04, so as to keep the total number of positions authorized this Division at its current level.



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Chief, Benefits and Services Division

Approved:

/s/ Emmett D. Echols

26 JUL 1963

Emmett D. Echols
Director of Personnel

Date

Distribution:

- 0 & 1 - Addressee
- 1 - C/CPB
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- 1 - Comptroller
- 1 - C/BSD
- 1 - Finance Division

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OP/BSD/C [redacted] :bhd (19 July 1963)
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~~CONFIDENTIAL~~

GROUP 1
Excluded from automatic
downgrading and
declassification